

Clearing and Grading Permit Submittal Checklist

Planning & Community Development
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This checklist covers submittal requirements for clearing and/or grading work meeting the minimum thresholds for a permit in [SMC 20.50.320](#), such as grading work in or near critical areas, changing the existing grade by four feet or more, or replacing impervious surfaces up to a certain size. If removing trees without any grading, please apply for a [Tree Removal Permit](#) instead (unless six or more trees will be removed).

Name _____ City Staff _____

Date _____ Zone District _____

Address(es) or Tax Parcel ID(s) _____

Project Description _____

The following information is needed to submit an application for review. Read each item carefully and provide all applicable information. Submittal items may vary based on your scope of work and property characteristics.

Please review Shoreline Municipal Code (SMC) [20.50](#) Subchapter 5 *Tree Conservation, Land Clearing and Site Grading Standards* to learn more about the City's tree removal, clearing and grading regulations. If you have questions about the City's code or submittal requirements, please email pcd@shorelinewa.gov to connect with a **development review engineer** (grading, drainage) or **planner** (critical areas, trees) who can walk you through the requirements.

To access this
checklist online
visit shorelinewa.gov/checklists



Incomplete submittals and documents not meeting the standards listed below will not be accepted for review.

Submittal Standards

To submit online, please review the City's [Electronic Permitting handout](#) to find out how to set up an account, submit applications, submit revisions, check on your permit status and more. Electronic submittals are preferred, but if submitting on paper, two (2) copies of all documents are required.

When submitting online, all forms and plans must be in Portable Document Format (PDF). PDFs shall be printed or plotted to PDF, not scans of an image. All PDF plans shall be plotted to scale and include a graphic scale bar. PDFs shall be flattened and unlocked to allow for document mark-up. A 2-inch tall by 3-inch- wide space must be left blank on the cover sheet of all plans to allow for City stamps.

Drawings must be clear, and information must be legible. Documents must be named in accordance with the [City's naming conventions](#). Each document listed below must be uploaded as its own PDF file and may not be combined with other documents.

Required Documents

- ☒ [Permit Application and Critical Area Worksheet](#)
- ☒ Submittal Fee
 - Please reference the [City's fee schedule](#) for current application fees.
- ☒ [Building Coverage and Hardscape Calculation Worksheet](#)
- ☒ Civil Engineering Plans
 - Please review the City's [Civil Engineering Plans handout](#).
- ☒ Site Plan

Open M, T, F 8 a.m. to 5 p.m.
Open W, Th 1 p.m. to 5 p.m.
Permit processing ends at 4 p.m.

- Please review the City's [Site Plan handout](#).
- ☑ Stormwater Pollution Prevention Plan (SWPPP)
 - Please review the City's [Surface Water Drainage Requirements handout](#).
 - The City's [Short Form SWPPP](#) can be used for small or medium impact projects: less than 5,000 sq ft of new and replaced hard surface, and less than 7,000 sq ft of disturbance.
 - The [Department of Ecology's SWPPP template](#) must be used for large impact projects.
- ☑ [Tree Worksheet](#)

Additional Documents (Possibly Required)

- ☐ Arborist Report
 - A certified arborist may be required to prepare a professional evaluation to include the anticipated effects of proposed construction of the viability of trees on site, provide a hazardous tree assessment, develop plans for supervising and/or monitoring implementation of required tree protection or replacement measures, and/or conduct a post construction site inspection.
- ☐ Critical Areas Report(s)
 - Required for projects in or near environmentally critical areas, such as steep slopes, streams and wetlands. A Preapplication Meeting is required prior to submitting a permit application unless waived by a **planner**.
- ☐ Cross Sections
 - Required if grading work is proposed.
 - At least three (3) views are required: one in each direction, showing the existing and proposed contours, as well as the horizontal and vertical scale.
- ☐ Declaration of Covenant – Stormwater Facilities
 - Required for any project that proposes on-site stormwater facilities. The draft form does **not** need to be notarized or signed.
- ☐ Geotechnical or Soils Report
 - Required for projects with fill or excavation of 500 cubic yards or more, when sites contain or are adjacent to slopes that are 15% or steeper, or when using certain storm drainage designs.
 - A geotechnical report or soils evaluation could be a required component of a critical areas report for certain types of environmentally critical areas.
- ☐ Landscaping Plan
 - Required if new landscaping or tree replacements are required. May be combined with the site plan for smaller projects.
 - Tree retention and protection plan must show:
 - Tree retention details, including location, size, species, critical root zone and condition of all existing trees on the property.
 - Identification of trees to be retained, trees to be preserved, and location of planted trees.
 - Graphic representation and written description of proposed tree protection measures and tree and vegetation planting details.
 - New landscaping plans must show:
 - Location, size and spacing of all proposed plantings at maturity.
 - Plant schedule that includes the plants' common and botanical names and the planting size and quantity to be planted with a certified and registered landscape architect, contractor or nurseryman.
 - Planting details for ground cover, shrubs, trees, and street trees.
- ☐ Surface Water Report
 - Required for projects proposing 2,000 square feet or more of new and replaced hard surfaces or 7,000 square feet or more of disturbed area. The report must follow the guidelines in Appendix C of the City's [Engineering Development Manual](#).
- ☐ Other documents as required:

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